



Department of Finance
Purchasing Division

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Addendum

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DATE 10/21/16

BUYER Gregory S. Algie

ADDENDUM NUMBER 4

ORIGINAL INVITATION DATE 10/6/16

Your attention is called on an "Invitation to Bid" mailed from this office under the below reference number and on which it is found necessary to make the following correction.

This correction should be considered in submitting your proposal and should be attached to the original "Invitation to Bid" and made a part thereof.

<u>ITEM DESCRIPTION</u>	<u>REFERENCE NUMBER</u>	<u>BIDS DUE</u>
ARCHITECTURAL SERVICES / MEP SERVICES FOR RENOVATION OF THE HIRSCH RECREATION CENTER	RFP486CRCHIRSCH	October 28, 2016

Meeting Notes

- Adjacent property (3634 Reading Rd) has been acquired by CRC and will be demolished in near future. This property will be used for expansion and/or relocation of center parking.
- MBE/WBE goals were determined by DEI based on the type of services included in the RFP. Additional questions concerning these goals should be directed to Edgar DeVeyra of DEI at 513-352-3143.
- Preliminary construction budget (excluding design services) is \$2.7 to \$3.1 million.
- Identification and abatement of hazardous materials will be coordinated by the City under separate contract.
- New boiler was sized for existing building.

- MEP scope will include all necessary steps to provide sprinkler system (i.e., evaluation and design for new fire line).
- Minimum landscaping expected and therefore a landscape architect is not required.
- Furniture is not included in design scope.
- Architect is expected to coordinate with Civil Engineer regarding parking lot design, but is not responsible for any design of the parking lot.
- Current parking lot capacity is 38 spots, and at minimum, that number must be maintained if building expands.
- MEP will evaluate existing mechanical units and determine whether they need replaced or upgraded.
- CRC has not evaluated the existing flat roofs.
- The kitchen area will mainly be a warming, prepping and finishing kitchen with no hood required.
- There is a senior meal program in which the meals come pre-packaged and are warmed up on site in the kitchen.
- A family restroom is required to be added.
- A shower is desired in at least one set of restrooms.
- It is desired that the fitness center is increased in square footage.
- The back door on the lower level is to be removed.
- Hirsch Recreation Center programs vary from year to year, but the Center would like to increase its senior programs.
- The daycare is a program Recreation will run in conjunction with other programs. It will have use of the majority of the rooms in the center to allow maximum flexibility.
- The number of daycare children has not been determined. The ages we typically care for is school age children. Recreation typically states on its daycare permits that we care for children 2 ½ to 18.
- The daycare will be finished occupied space.
- There is not a set program for which to base one's proposal around at this time.